

**Enrolled Minutes of the Tenth Regular or Special Meeting
For the Twenty-Seventh Highland Town Council
Regular Meeting
Monday, April 23, 2012**

Study Session. The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, April 23, 2012 at 6:40 o'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Brian Novak and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council discussed the agenda of the imminent regular meeting.
2. The Town Council discussed the progress of the parking lot and landscaping at the Lincoln Center Reconstruction as well as the progress of the development of the annexed property for Sheppard Park.
3. The Town Council discussed the appointments for the Community Events Commission and the council's readiness to act in the imminent meeting.
4. The Redevelopment Director discussed with the Town Council the intention of the Main Street Bureau Board of Directors to sponsor a contest to name the Rookery, located at the northeast side of the Town, near the site of the former dump.

The study session ended at 7:00 O'clock p.m.

Regular meeting. The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular (rescheduled) session on Monday, April 23, 2012 at 7:02 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Council President Bernie Zemen presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings.

Councilor Konnie Kuiper recited the Pledge of Allegiance to the Flag of the United States of America and offered a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Brian Novak. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Town Attorney; John M. Bach, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; Kenneth J. Mika, Building Commissioner; Alex M. Brown, CPRP, Parks and Recreation Superintendent; William R. Timmer, CFOD, and Cecile Petro, Redevelopment Director were present.

Also present: Ed Dabrowski IT Director (Contract); and Shirley Frankiewicz, Encumbering Officer Retired, were also present.

Minutes of the Previous Meetings

The minutes of the regular meeting of April 09, 2012 were approved by general consent.

Special Orders:

1. Public Hearing: **Public Hearing on proposed additional appropriations for Special Public Safety Fund in the amount of \$24,030.69.**
 - (a) Attorney verification of Proofs of Publication: (The TIMES 12 April 2012) The Town Attorney indicated that the proof was in compliance with IC 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no comments written or spoken. The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2012-19:** An Enactment Appropriating Additional Moneys in Excess of the 2012 Budget of the **Special Public Safety Fund** in the amount of \$24,030.69.

Councilor Herak introduced and moved the consideration at the same meeting of its introduction of Enactment No. 2012-19. Councilor Novak seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Kuiper moved the passage and adoption at the same meeting of its introduction of Enactment No. 2012-19. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was adopted at the same meeting of its introduction.

**Town of Highland
Appropriation Enactment
Enactment No. 2012-19**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the SPECIAL PUBLIC SAFETY FUND, PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Special Public Safety Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Special Public Safety Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

SPECIAL PUBLIC SAFETY FUND

300.01 Engineering Services	\$ 3,000.00
360.01 Joint Licensing Fees Narrow Band	\$ 1,070.00
360.02 Radio Programming Fire Service	\$ 2,666.00
360.03 Radio Programming Police Service	\$ 2,900.00
360.04 Warning System Reprogramming	\$ 13,468.00
410.01 Optical Signal Delaying System	\$ 926.69
Total	\$ 24,030.69

Total Fund \$ 24,030.69

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 23rd Day of April 2012. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 23rd Day of April 2012, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

2. Public Hearing: **Public Hearing on proposed additional appropriations in the Corporation General Fund, in the amount of \$160,479.58, funded in part by a reduction of \$70,000; in the Parks and Recreation General Fund in the amount of \$26,642.67, funded in part by a reduction of \$9,800; in the Redevelopment General Fund in the amount of \$2,460.94; in the Motor Vehicle Highway Fund, in the amount of \$24,304.88; in the Sanitary District Operating Fund in the amount of \$6,786.54, and in the Police Pension Fund, the amount of \$27,935.39.**
 - (a) Attorney verification of Proofs of Publication: (The TIMES 12 April 2012) The Town Attorney indicated that the proofs were in compliance with IC 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the hearing to order. There were not comments written or spoken, The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2012-20:** An Enactment Appropriating Additional Moneys in Excess of the 2012 Budget in the **Corporation General Fund**, in the amount of \$160,479.58, funded in part by a reduction of \$70,000; in the **Parks and Recreation General Fund** in the amount of \$26,642.67, funded in part by a reduction of \$9,800; in the **Redevelopment General Fund** in the amount of \$2,460.94; in the **Motor Vehicle Highway Fund**, in the amount of \$24,304.88; in the **Sanitary District Operating Fund** in the amount of \$6,786.54, and in the **Police Pension Fund**, the amount of \$27,935.39.

Councilor Novak introduced and moved the consideration at the same meeting of its introduction of Enactment No. 2012-20. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Novak moved the passage and adoption at the same meeting of its introduction of Enactment No. 2012-20. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was adopted at the same meeting of its introduction.

Town of Highland
APPROPRIATION ENACTMENT
Enactment No. 2012-20

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET FOR THE SEVERAL DEPARTMENTS OF THE CORPORATION GENERAL FUND, PARKS AND RECREATION (GENERAL) FUND, REDEVELOPMENT GENERAL FUND, MOTOR VEHICLE HIGHWAY FUND, 1925 POLICE PENSION FUND, AND THE SANITARY DISTRICT SPECIAL OPERATING FUND, ALL PURSUANT TO I.C. 6-1.1-18, I.C. 36-5-3-5, ET SEQ.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for several **Departments of the Corporation General Fund, Parks and Recreation (General) Fund, Redevelopment General Fund, Motor Vehicle Highway Fund, 1925 Police Pension Fund, and the Sanitary District Special Operating Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the several **Departments of the Corporation General Fund, Parks and Recreation (General) Fund, Redevelopment General Fund, Motor Vehicle Highway Fund, 1925 Police Pension Fund, and the Sanitary District Special Operating Fund** and for the purposes herein specified, subject to the laws governing the same:

Corporation General Fund

Reduce

Town Council Office		
390.08	Interest on TAW	\$ 70,000.00
	Total	\$ 70,000.00

Total Reductions: \$ 70,000.00

Increase

Office of Clerk-Treasurer		
100.xx	Salaries & PERF	\$ 3,878.97
340.23	Group Medical Insurance	\$ 865.00
	Total	\$ 4,743.97

Building & Inspection Department		
100.xx	Salaries & PERF	\$ 7,631.60
340.23	Group Medical Insurance	\$ 950.00
	Total	\$ 8,581.60

Fire Department		
100.xx	Salaries & PERF	\$ 3,254.39
340.23	Group Medical Insurance	\$ 275.00
	Total	\$ 3,529.39

VIPS Department		
100.xx	Salaries & PERF	7.63
340.23	Group Medical Insurance	\$ -
	Total	\$ 7.63

Metropolitan Police Department		
100.xx	Salaries	\$115,458.99
340.42	Survivors Group Insurance	\$ 526.00
340.23	Group Medical Insurance	\$ 27,632.00
	Total	\$143,616.99

Total for Salaries	130,231.58
Total for Insurance	\$ 30,248.00
Total for Fund	160,479.58

Net \$ 90,479.58

Parks & Recreation General Fund

Reduce

390.08	Interest on TAW	\$ 9,800.00
	Total	\$ 9,800.00

Increase

100.xx	Salaries & PERF	\$ 24,654.14
340.23	Group Medical Insurance	\$ 9,044.00
	Total	\$ 33,698.14

Total for Salaries	\$ 24,654.14
Total for Insurance	\$ 9,044.00
Total for Fund	\$ 33,698.14

Net: \$ 23,898.14

Redevelopment General Fund

Increase		
100.xx Salaries & PERF	\$	2,199.94
340.23 Group Medical Insurance	\$	261.00
Total	\$	<u>2,460.94</u>
Total for Salaries	\$	2,199.94
Total for Insurance	\$	261.00
Total for Fund	\$	<u>2,460.94</u>

Motor Vehicle Highway Fund

Increase		
100.xx Salaries & PERF	\$	24,304.88
340.23 Group Medical Insurance	\$	-
Total	\$	<u>24,304.88</u>
Total for Salaries	\$	24,304.88
Total for Insurance	\$	-
Total for Fund	\$	<u>24,304.88</u>

Police Pension Fund

Increase		
100.xx Survivors & Pension Benefits	\$	27,935.39
Total	\$	<u>27,935.39</u>
Total for Fund	\$	27,935.39

Sanitary District Special Operating Fund

Increase		
100.xx Salaries & PERF	\$	2,842.54
340.23 Group Medical Insurance	\$	3,944.00
Total	\$	<u>6,786.54</u>
Total for Salaries	\$	2,842.54
Total for Insurance	\$	3,944.00
Total for Fund	\$	<u>6,786.54</u>

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 23rd Day of April 2012. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 23rd Day of April 2012, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

Staff Report:

• Building & Inspection Report for March 2012

Permit Type	Number.	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00

Commercial Additions or Remodeling:	6	0	6	\$167,178.00	\$2,412.50
Signs:	3	0	3	\$6,060.00	\$628.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	75	75	0	\$322,336.00	\$6,714.00
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	0	0	0	\$0.00	\$0.00
Decks & Porches:	8	8	0	\$19,975.00	\$1,549.0
Fences	14	13	1	\$31,369.00	\$1,286.00
Swimming pools:	0	0	0		\$0.00
Drain Tile /Waterproofing	5	5	0	\$38,427.00	\$761.00
Misc.	1	1	0	\$0.00	\$1,180.00
Total:	112	102	10	\$585,345.00	\$14,530.50
Electrical Permits	7	4	3		\$594.50
Mechanical Permits	6	5	1		\$556.50
Plumbing Permits	4	3	1		\$440.25
Water Meters	2	2	0		\$460.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
Total Plumbing	6	5	1		\$900.25

March Code Enforcement:

Investigations: 141
Citations: 2

March Inspections:

Building: 23 Electrical: 17 Plumbing: 13 HVAC: 6
Electrical Exam: 1

Unfinished Business and General Orders:

- Works Board Order No. 2012-11:** An Order of the Works Board Approving and Authorizing An agreement between Idea Factory, and the Town of Highland to perform Communications Media Design, composition and related professional services in support Thereof.

Councilor Vassar moved the passage and adoption of Works Board 2012-11. Councilor Novak seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**The Town of Highland
Board of Works
Order of the Works Board No. 2012-11**

AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE IDEA FACTORY AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL COMMUNICATIONS AND MEDIA DESIGN AND DEVELOPMENT SERVICES FOR THE MUNICIPALITY

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

Whereas, The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

Whereas, Robin A. Carlascio and Theresa K. Badovich, d.b.a The Idea Factory, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

Whereas, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

Whereas, The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section §31.62; and

Whereas, There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Town Council acting as the Works Board now desires to accept and approve the agreement for services as herein described.

Now Therefore be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter for the period beginning **1 January 2012 through to 31 December 2012** as described herein is hereby approved, adopted and ratified in each and every respect;

Section 2. That the charges under the agreement for the services, in the amount of *\$1,500 per issue*, which include publishing and coordinate a monthly newsletter to be distributed as an insert in the monthly utility invoice, and other related services are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section § 31.62 of the municipal code;

Section 3. That the charges under the terms of the agreement for all the services, will be paid to *The Idea Factory*, after presentation of an invoice for services, following their delivery;

Section 4. That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

Be it so Ordered.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23rd day of April 2012 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

AGREEMENT

This Agreement made and entered into this 17th day of January 2011, by and between the **TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL** (hereinafter referred to as the "Town"), and **ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY** (hereinafter referred to as "Idea Factory").

WITNESSETH THAT:

WHEREAS, the Town is interested engaging the services of Idea Factory for publishing and coordinating a monthly newsletter (Gazebo Express) to be distributed throughout the Town; and

WHEREAS, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

WHEREAS, the parties wish to reduce their agreement to writing;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a monthly newsletter (Gazebo Express) to be distributed in the Town of Highland.

2. The term of this Agreement shall be for one (1) year beginning January 1, 2012, through December 31, 2012. This Agreement may be renewed by the Town of Highland from year to year based upon approval of the renewal term by the Town at the beginning of each fiscal year.

3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of \$1,500.00 per issue and the monthly fees shall be payable to The Idea Factory at 2733 – 40th Street, Highland, IN 46322.

4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.

5. In the event the Town's appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.

6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, legal representatives, successors, and assigns.

IN WITNESS WHEREOF, this Agreement has been entered into between the parties this 23rd day April 2012.

TOWN OF HIGHLAND

THE IDEA FACTORY

By: _____
Bernie Zemen, President

Robin Carlascio

Attest: _____
Michael W. Griffin, Clerk-Treasurer

Theresa Badovich

2. **Works Board Order No. 2012-12:** An Order of the Works Board Approving and Authorizing An Order of the Works Board Accepting Certain Bids for Road Materials, Supplies, and Services for the Year 2012.

Councilor Herak moved the passage and adoption of Works Board Order No. 2012-12. Councilor Novak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland
Board of Works
Order of the Works No. 2012-12**

**An Order of the Works Board Accepting Certain Bids for Road Materials, Supplies, and Services
for the Year 2012**

Whereas, The Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit bids for road materials, supplies, and services (work) in order to construct, repair, and maintain public ways throughout the Town; and

Whereas, The Town Council, pursuant to Section § 31.17 (A)(1) of the HMC, serves as purchasing agency for the Public Works Department; and

Whereas, The purchase price exceeds \$10,000.00 and pursuant to Section 31.18(C) of the HMC requires the express approval of the purchasing agency; and

Whereas, The Public Works Director, pursuant to Section § 31.19(D)(1) of the HMC, serves as the Purchasing Agent for the Public Works Department; and

Whereas, The Purchasing Agent, pursuant to Section § 31.20(H) of the HMC, expected that the purchase, aggregate, would be more than \$75,000 and invited bids in accordance with Section 31.20(H) of the HMC; and

Whereas, The Public Works Director has prepared bid specifications for the work anticipated for the year 2012 and the work was bid in accordance with Section § 31.20(H) of the HMC; and

Whereas, The following bids were received at 10:00 a.m. of March 9, 2012 as memorialized on the attached exhibit;

Whereas, The Public Works Director has reviewed the bids and made recommendation for award on the various classes of work based on being the lowest responsive and responsible bids.

Now, Therefore, Be it Ordered, by the Town Council of Highland, Indiana, acting as the Works Board of the Town as follows:

Section 1. That the materials and supplies be awarded as follows as the lowest responsive and responsible bids:

*Walsh & Kelly, Inc.
1700 East Main Street
Griffith, Indiana 46319*

HAC Binder (delivered, spread, and rolled)	\$59.80 per ton
HAC Surface (delivered, spread, and rolled)	\$69.65 per ton
HAC Binder (FOB Plant)	\$50.00 per ton
HAC Surface (FOB Plant)	\$57.50 per ton
Styrelf Fiber Cold Mix or Equal (FOB Plant)	\$102.00 per ton
Surface Milling (0" to 3")	\$2.25 per square yard
Surface Milling (3" to 6")	\$2.95 per square yard

*Wm Walters Excavating, Inc.
854 Kennedy Avenue
Schererville, Indiana 46375*

Slag (Indiana #53 and #73)	\$11.60 per ton
Slag (#8 chips)	\$12.35 per ton

*Krooswyck Trucking & Excavating
9731 Indianapolis Boulevard
Highland, Indiana 46322*

Limestone (Indiana #53 and #73)	\$12.65 per ton
Limestone (#8 chips)	\$16.80 per ton
Sand	\$6.90 per CY

*Rieth-Riley Construction Company, Inc.
7500 West 5th Street
Gary, Indiana 46406*

HAC Binder (FOB Plant)	\$54.00 per ton
HAC Surface (FOB Plant)	\$61.00 per ton
U.P.M. Cold Mix or Equal (FOB Plant)	\$105.00 per ton

Section 2. That the Public Works Director is hereby authorized to execute agreements and all documents necessary to implement the work.

Be it So Ordered.

Duly, Passed and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23rd day of April, 2012 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD OF THE TOWN
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA
Clerk Treasurer (IC 33-16-4-1; IC 36-5-6-5)

3. **Works Board Order No. 2012-13:** A Preliminary Order Adopting and Approving Municipal General Improvement Fund Special Assessment Rolls for Property Owners Benefiting from the Garfield Avenue Reconstruction Project.

Councilor Herak moved the passage and adoption of Works Board Order No. 2012-13. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland
Order of the Work Board No. 2012-13**

A Preliminary Order Adopting and Approving Municipal General Improvement Fund Special Assessment Rolls for Property Owners Benefiting from the Garfield Avenue Reconstruction Project

WHEREAS, Pursuant to Ind. Code 36-1-2-24, the Town Council is the works board for the Town of Highland, Indiana (the "Town"); and

WHEREAS, Pursuant to Ordinance No. 1084, adopted by the Town Council on March 23, 1998, the Town has established a Municipal General Improvement Fund to provide monies to construct, repair, reconstruct or improve certain streets, alleys, sidewalks, curbs, gutters and sewers within the Town; and

WHEREAS, Pursuant to Order of the Works No. 2012-10, the Town Council confirmed Resolution No. 2010-07 and determined that the benefits to accrue to the property liable to be assessed for reconstruction of curbs and sidewalks in the 3500 block of Garfield Avenue (the "Improvements") will be in excess of the maximum estimated cost of the Improvements; and

WHEREAS, An assessment roll for the Improvements, including the name and owner of each parcel of property abutting on and adjacent to such Improvement, a description of each parcel of such property, and the total assessment against each parcel of property, copies of which are attached hereto as Exhibit A (each, an "Assessment Roll"), has been prepared and filed with this Town Council.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Town Council hereby adopts and approves the Assessment Roll for the Improvements to the 3500 block of Garfield Avenue.

Section 2. That the Town Council hereby determines to hold a public hearing regarding the Assessment Roll for the Improvements and to receive and hear remonstrances against the amounts assessed on the Assessment Roll and determine whether the lots or tracts of land have been or will be benefited by the Improvements in (a) the amount set forth on the Assessment Roll, (b) such greater or lesser amount, or (c) any amount at all, which public hearing will be held at the regular meeting place of the Town Council at **7:00 p.m. on May 14, 2012**, and the Town Council further directs the Clerk-Treasurer to publish notice of such hearing and to mail notice of such hearing to property owners affected by the Improvements.

Duly adopted by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board this 23rd day of April, 2012, by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN OF
HIGHLAND, INDIANA**

Bernie Zemen, President

Attest:

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer

(Exhibit of Assessment on file)

4. **Proposed Ordinance No. 1509:** An Ordinance Amending Chapter 92 of The Highland Municipal Code Regulating Dangerous Dogs For The Town Of Highland, Indiana, And Repealing All Ordinances In Conflict Therewith, And Declaring An Emergency.

Councilor Kuiper introduced and moved the consideration of proposed Ordinance No. 1509 at the same meeting of introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered.

Councilor Vassar moved the passage and adoption of Ordinance No. 1509 at the same meeting of introduction. Councilor Novak seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted at the same meeting of introduction.

**ORDINANCE NO. 1509
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE AMENDING CHAPTER 92 OF THE HIGHLAND MUNICIPAL CODE REGULATING DANGEROUS DOGS FOR THE TOWN OF HIGHLAND, INDIANA, AND REPEALING ALL ORDINANCES IN CONFLICT THEREWITH, AND DECLARING AN EMERGENCY.

WHEREAS, The Town Council of the Town of Highland is the municipal legislative body of the unit; and

WHEREAS, With the passage of time various Ordinances, Codes, and Procedures of the Town of Highland must be amended; and

WHEREAS, With the passage of time various practices, policies, and procedures must be updated; and

WHEREAS, The Town Council desires to enforce the additions relating to Dangerous Dogs to insure public health, safety and welfare of the citizens of the Town of Highland.

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Subchapter of Chapter 91 of the Highland Municipal Code, comprised of Sections §92.30 through § 92.43 styled as Dangerous Dogs be repealed in its entirety and be amended with replacement subchapter to be comprised of Sections §92.30 through § 92.41, and which shall be hereby amended and now reads as follows:

Dangerous Dogs

§ 92.30 DEFINITIONS.

(A) When used in this subchapter, the following words, terms, and phrases, and their derivations shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

(1) "Animal Warden" means any person employed or appointed by the Town who is authorized to investigate and enforce violations relating to animal control or cruelty under the provision of this Ordinance.

(2) "At large" means that a dog is not under the direct control of the owner.

(3) "Dangerous dog" means any dog that, because of its aggressive nature, training or characteristic behavior, presents a risk of serious physical harm or death to human beings, or would constitute a danger to human life, physical well being, or property if not kept under the direct control of the owner. This definition shall not apply to dogs utilized by law enforcement officers in the performance of their duties. The term "dangerous dog" includes any dog that according to the records of either the Animal Warden for the Town of Highland, the Lake County Animal Control, or any law enforcement agency:

(a) Has aggressively bitten, attacked, endangered, or inflicted severe injury on a human being on public or private property, or when unprovoked has chased or approached a person upon the street, sidewalk, or any public grounds in a menacing fashion or apparent attitude of attack, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by any of the above-referenced authorities;

(b) Has severely injured or killed a domestic animal while off the dog owner's property; or

(c) Has been used primarily or in part for the purpose of dog fighting, or is a dog trained for dog fighting.

(4) "Direct control" means immediate, continuous physical control of a dog such as by means of a leash, cord, secure fence, or chain of such strength to restrain the dog and controlled by a person capable of restraining the dog, or safe and secure restraint within a vehicle. If the controlling person is at all times fully and clearly within unobstructed sight and hearing of the dog, voice control shall be considered direct control when the dog is actually participating in training or in an official showing, obedience, or field event. Direct control shall not be required of dogs actually participating in a legal sport in an authorized area or to government police dogs.

(5) "Impoundment" means the taking or picking up and confining of an animal by any police officer, animal warden or any other public officer under the provisions of this Ordinance.

(6) "Muzzle" means a device constructed of strong, soft material or of metal, designed to fasten over the mouth of an animal to prevent the animal from biting any person or other animal.

(7) "Owner" means any person, partnership, corporation or other legal entity owning, harboring or keeping any animal, or in the case of a person under the age of eighteen (18), that person's parent or legal guardian. An animal shall be deemed to be harbored if it is fed or sheltered for three (3) or more consecutive days. This definition shall not apply to any veterinary clinic or boarding kennel.

(8) "Sanitary condition" means a condition of good order and cleanliness to minimize the possibility of disease transmission.

(9) "Under restraint" means that an animal is secured by a leash, led under the control of a person physically capable of restraining the animal and obedient to that person's commands, or securely enclosed within the real property limits of the owner's premises.

§ 92.31 PROCEDURE FOR DECLARING A DOG DANGEROUS.

(A) Any adult person may request under oath that a dog be classified as dangerous as defined in Section (A)(3) of this chapter by submitting a sworn, written complaint on an approved form to the Town of Highland Animal Warden. Upon receipt of such complaint, the Animal Warden shall notify the owner of the dog that a complaint has been filed and that an investigation into the allegations as set forth in the complaint will be conducted.

(B) At the conclusion of an investigation, the Animal Warden may:

(1) Determine that the dog is not dangerous and, if the dog is impounded, waive any impoundment fees incurred and release the dog to its owner; or

(2) Determine that the dog is dangerous and retain custody of the dog until notice is provided to its owner.

§ 92.32 NOTIFICATION OF DANGEROUS DOG DECLARATION.

(A) Within five (5) business days after declaring a dog dangerous, the Animal Warden shall notify the owner by certified mail or personal service of the dog's designation as a dangerous dog and the right to a hearing, as set forth in Section 92.33 of this Ordinance. The Animal Warden also shall notify the Highland Police Department of the designation of any dog as a dangerous dog. Such notification shall describe the dog and dog owner.

(B) The notice shall inform the dog owner that he may request, in writing within five (5) business days after delivery of the dangerous dog declaration notice, a hearing before the Metropolitan Board of Police Commissioners for the Town of Highland to contest the Animal Warden's finding and designation.

(C) If the Animal Warden cannot with due diligence locate the owner of a dog that has been seized pursuant to this Ordinance, the Animal Warden shall cause the dog to be impounded for not less than five (5) business days. If after five (5) days, the owner fails to claim the dog, the Animal Warden may cause the dog to be humanely destroyed.

§ 92.33 HEARING ON DANGEROUS DOG DECLARATION.

(A) The Metropolitan Board of Police Commissioners for the Town of Highland shall hold a hearing within fifteen (15) business days after receiving the dog owner's written request for such a hearing. The Metropolitan Board of Police Commissioners shall provide notice of the date, time and location of the hearing to the dog owner by certified mail and to the complainant by regular mail.

(B) At a hearing, all interested persons shall be given the opportunity to present evidence on the issue of the dog's dangerousness. Criteria to be considered in a hearing required by this Section shall include but not be limited to the following:

- (1) Provocation,
- (2) Severity of attack or injury to a person or domestic animal,
- (3) Previous aggressive history of the dog,
- (4) Observable behavior of the dog,
- (5) Site and circumstances of the incident, and
- (6) Statements from interested parties.

(C) A determination at a hearing that the dog is in fact a dangerous dog as defined in Section § 92.30(A)(3) shall subject the dog and its owner to the provisions of this Ordinance.

(D) Failure of the dog owner to request a hearing shall result in the dog being finally declared a dangerous dog and shall subject the dog and its owner to the provisions of this Ordinance.

§ 92.34 APPEAL FROM DANGEROUS DOG DECLARATION.

If the Metropolitan Board of Police Commissioners for the Town of Highland determines that a dog is dangerous at the conclusion of a hearing conducted under §92.33, that decision shall be final unless the dog owner appeals to a court of competent jurisdiction for any remedies that may be available within ten (10) days after receiving notice that the dog has been finally declared dangerous. The appeal must be a trial de novo and shall be a civil proceeding for the purpose of affirming or reversing the Metropolitan Board of Police Commissioner's determination of dangerousness.

§ 92.35 PENALTIES AND IMPOUNDMENT

(A) Any person found guilty of owning or housing a dangerous dog as described in this Ordinance shall have his or her permit or license to own, keep or to have custody of animals automatically revoked and no new permit or license shall be issued for a period of two years and only after hearing and approval by the Metropolitan Board of Police Commissioners for the Town of Highland upon a determination that such person is not disposed to a repetition of such violations of this chapter.

§ 92.36 IMMEDIATE IMPOUNDMENT.

(A) A dog declared to be dangerous shall be immediately impounded without a pre-impoundment hearing when the Animal Warden or his designee determines such immediate impoundment is necessary for the protection of public health or safety. Such immediate impoundment may be ordered when the dog bites a person or domestic animal.

(B) The owner or custodian of the dog immediately impounded pursuant to subsection (A) shall be notified of the impoundment by certified mail or personal service within five (5) business days after the dog's impoundment.

(C) The notice of impoundment shall inform the owner or custodian of the dog that he may request, in writing, within five (5) business days after the mailing of the notice of impoundment, a hearing before the Metropolitan Board of Police Commissioners for the Town of Highland to contest the impoundment.

(D) Upon request by the owner or custodian of the dog for a hearing under subsection (C), a hearing shall be held within ten (10) business days after such request. Notice of the date, time and location of the hearing shall be provided by certified mail to the dog owner requesting the hearing.

§ 92.37 IMPOUNDMENT HEARING.

(A) If after a hearing on impoundment, the Metropolitan Board of Police Commissioners finds no violation of Section § 92.35, or that the dog has not bitten an individual, the dog shall be returned to its owner or custodian if already impounded, or shall not be impounded as intended.

(B) Incident to the findings and conclusions made at the impoundment hearing, the Animal Warden or his designee may impose reasonable restrictions and conditions for the maintenance of the dog to ensure the health and safety of the public and the animal. Such conditions may include, but shall not be limited to:

- (1) Posting of bond or other proof of ability to respond in damages;
- (2) Specific requirements as to size, construction and design of a kennel in which to house the dog;
- (3) Requirements as to type and method of restraint and/or muzzling of the dog;
- (4) Photo identification or permanent marking of the dog for purposes of identification; and
- (5) Payment of reasonable fees to recover the costs incurred by the Animal Warden in ensuring compliance with this Ordinance.

§ 92.38 DESTRUCTION.

(A) The Animal Warden or his designee may order the destruction of a dog that it determines to be extremely dangerous to public health or safety, a dog that has made an extremely vicious attack upon an individual or another domestic animal, or a dog declared dangerous whose owner is unable or unwilling to provide it with a new home outside town limits.

(B) The Animal Warden or his designee shall give written notice by certified mail or personal service of his intention to destroy such dog to the owner or custodian of the dog, who may request in writing, within ten (10) business days after delivery of such notice, a hearing before the Board of Metropolitan Police Commissioners for the Town of Highland to contest the intended destruction.

(C) If no hearing is requested pursuant to subsection (B), the dog shall be destroyed pursuant to applicable provisions of law.

(D) If a hearing is requested pursuant to subsection (B), such hearing shall be held within ten (10) business days after the request, and the dog shall not be destroyed prior to the conclusion of the hearing.

(E) The dog owner shall be responsible for payment of all boarding costs and other fees as may be required for the Animal Warden to humanely and safely keep the animal during any legal proceeding.

§ 92.39 APPEAL FROM ORDER OF HUMANE DESTRUCTION.

If the Metropolitan Board of Police Commissioners for the Town of Highland orders a dangerous dog to be humanely destroyed pursuant to Section § 92.38, that decision shall be final unless the dog owner appeals to a court of competent jurisdiction for any remedies that may be available within ten (10) days after receiving notice of the destruction order. If an appeal is timely filed, the Animal Warden shall suspend the destruction order pending the final determination of the court. The appeal hearing must be a trial de novo and shall be a civil proceeding for the purpose of affirming or reversing the Metropolitan Board of Police Commissioner's destruction order.

§ 92.40 CHANGE OF OWNERSHIP.

(A) Any owner of a dangerous dog who sells or otherwise transfers ownership, custody or residence of the dog shall, within ten (10) business days after such change of ownership or residence, provide written notification to the Animal Warden of the name, address and telephone number of the new owner. It also shall be the responsibility of the person transferring ownership or custody of the dog to provide written notification of the dog's classification as dangerous to the person receiving the dog. The previous owner shall furnish a copy of such notification to the Animal Warden along with written acknowledgment by the new owner of his receipt of such notification. The Animal Warden or his designee shall notify the Highland Police Department of any changes of ownership, custody or residence of the dog within three (3) business days after receiving the required information from the previous dog owner.

(B) Any owner of a dangerous dog shall not sell or otherwise transfer ownership, custody or residence of the dog to any other resident of the Town of Highland.

§ 92.41 CONTINUATION OF DANGEROUS DOG DECLARATION.

No dog that has been declared dangerous by any agency or department of the Town, another municipality, county, or state shall be allowed to reside within the limits of the Town of Highland. A person found in possession of or owning any dog designated as a dangerous dog by any municipality, county, or state government shall be subject to this Ordinance and the penalties established in Section 92.35.

Section 2. CONFLICTING ORDINANCES REPEALED. That all other ordinances of the Town of Highland that are in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 3. SEVERABILITY. The provisions of this Ordinance are declared to be severable. If any section, sentence, clause, or phrase of the Ordinance shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, but they shall remain in effect; it being the legislative intent that this Ordinance shall remain in effect notwithstanding the validity of any part.

Section 4. EFFECTIVE DATE. Whereas an emergency exists, this Ordinance shall become and be in full force and effect from and after the date of its adoption, passage and publication in the manner prescribed by law, and until its subsequent amendment or repeal by proper ordinance.

Introduced and filed on the 23rd day of April, 2012. Consideration on the first reading sustained by a vote of 5 in favor and 0 opposed, pursuant to I.C. 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 23rd day of April, 2012, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN OF HIGHLAND,
INDIANA**

BERNIE ZEMEN, President (IC 36-5-2-10)

ATTEST:

MICHAEL W. GRIFFIN, IAMC/MMC/CPFA,
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

5. **Proposed Ordinance No. 1510:** An Ordinance to Amend Chapter 150 of the Municipal Code which provides for a Department of Parks and Recreation and its Governance by a Park and Recreation Board, by repealing Section §150.01.07 in its entirety and providing for a new Section to be named Section § 150.01.07, all pursuant to I.C. 36-1-4, IC 36-1-5 and IC 36-10-3 et sequitur.

Councilor Herak introduced and moved the consideration of proposed Ordinance No. 1510 at the same meeting of introduction. Councilor Novak seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered.

Councilor Herak moved the passage and adoption of Ordinance No. 1510 at the same meeting of introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted at the same meeting of introduction.

**ORDINANCE No. 1510
of the
TOWN of HIGHLAND, INDIANA**

An Ordinance to Amend Chapter 150 of the Municipal Code which provides for a Department of Parks and Recreation and its Governance by a Park and Recreation Board, by repealing Section §150.01.07 in its entirety and providing for a new Section to be named Section § 150.01.07, all pursuant to I.C. 36-1-4, IC 36-1-5 and IC 36-10-3 et sequitur.

Whereas, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

Whereas, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

Whereas, The Town of Highland, is a Municipal Government which may pass and codify ordinances for the operation of the government, all pursuant to IC 36-1-4 and IC 36-1-5;

Whereas, The Town of Highland, is a municipality located in Lake County, which operates a Parks and Recreation Department, which has been continuously governed by the provisions of IC 36-10-3 et seq. at least since 1969;

Whereas, The Town of Highland, through its Town Council now desires to still further perfect its own organization as well as that of the Parks and Recreation Department and make certain enhancements to the ordinance establishing and governing the Department of Parks and Recreation, pursuant to IC 36-10-3 et seq.;

Now, Therefore, Be it hereby ordained by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section §150.01.07 of the Highland Municipal Code is hereby repealed in its entirety and of no further force or effect;

Section 2. That the Highland Municipal Code, be hereby amended by creating a successor section regarding Parks and Recreation, to be styled as Section §150.01.07, which shall read as follows:

§ 150.01.07 BOARD OF PARK AND RECREATION POWERS

(A) The board may:

- (1) enter into contracts and leases for facilities and services;
- (2) contract with persons for joint use of facilities for the operation of park and recreation programs and related services;
- (3) contract with another board, a unit, or a school corporation for the use of park and recreation facilities or services, and a township or school corporation may contract with the board for the use of park and recreation facilities or services;
- (4) acquire and dispose of real and personal property, either within or outside Indiana;
- (5) exercise the power of eminent domain under statutes available to municipalities;
- (6) sell, lease, or enter into a royalty contract for the natural or mineral resources of land that it owns, the money received to be deposited in a non-reverting capital fund of the board;
- (7) engage in self-supporting activities as prescribed by IC 36-10-3-22;
- (8) contract for special and temporary services and for professional assistance;
- (9) delegate authority to perform ministerial acts in all cases except where final action of the board is necessary;
- (10) prepare, publish, and distribute reports and other materials relating to activities authorized by this chapter;
- (11) sue and be sued collectively by its legal name, as the "Town of Highland Park and Recreation Board", with service of process being had upon the president of the board, but costs may not be taxed against the board or its members in any action;
- (12) invoke any legal, equitable, or special remedy for the enforcement of this chapter, a park or recreation ordinance, or the board's own action taken under either; and
- (13) release and transfer, by resolution, a part of the area over which it has jurisdiction for park and recreational purposes to park authorities of another unit for park and recreational purposes upon petition of the park or recreation board of the acquiring unit.

(B) The board may also lease any buildings or grounds belonging to the unit and located within a park to a person for a period not to exceed fifty (50) years. The lease may authorize the lessee to provide upon the premises educational, research, veterinary, or other proper facilities for the exhibition of wild or domestic animals in wildlife parks, dining facilities, swimming facilities, golf courses, skating facilities, dancing facilities, amusement rides generally found in amusement parks, or other recreational facilities. A lease may be made for more than one (1) year only to the highest and best bidder, after notice that the lease will be made has been given by publication in accordance with IC 5-3-1.

(C) Notwithstanding subsection § 150.01.09 (b), the board may lease buildings or grounds belonging to the unit for a period of more than one (1) year without soliciting the highest and best bidder or providing notice under IC 5-3-1 if:

- (1) the buildings or grounds are leased to an Indiana nonprofit corporation;
- (2) the buildings or grounds are operated as a public golf course; and
- (3) any golf course remains subject to rules and regulations promulgated by the board.

(D) The Board may also provide or donate to Highland civic, non-profit groups, memberships or services associated with the Fitness Center or other recreation program operated by the Department, without charge, to support the activities of the civic or non-profit group and to promote the programs of the Department. The Board

may adopt rules it finds necessary or desirable to carry-out the objects related to this provision, pursuant to its authority under § 150.01.05 (A)(1) and (A)(2), Section § 150.01.09 and the applicable Indiana law.

Section 3. That the provisions of any existing ordinances, which are in conflict with the provisions set forth in this ordinance are of no further force or effect and are hereby repealed;

Section 4. That the provisions set forth in this ordinance shall become and remain in full force and effect thereafter, immediately following the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 23rd day of April 2012. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED/REJECTED this 23rd Day of April 2012 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

**Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer (IC 1-1-4-1(5); IC 33-16-4-1; IC 36-5-6-5)**

6. **Proposed Ordinance No. 1511:** An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana for the Year 2012 and thereafter.

Councilor Novak introduced and moved the consideration of proposed Ordinance No. 1511 at the same meeting of introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered.

Councilor Novak moved the passage and adoption of Ordinance No. 1511 at the same meeting of introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted at the same meeting of introduction.

Council President Zemen and Councilor Novak expressed appreciation for the Clerk-Treasurer's role in the Town's ability to grant a raise.

**ORDINANCE No. 1511
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA and to AMEND PROVISIONS IN THE COMPENSATION and BENEFITS ORDINANCE.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. (a) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective **from January 8, 2012 or at the conclusion of an authorized medical disability leave;**

(b) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to twenty-five cents (25¢) per hour, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, **provided such increase remains within prescribed ranges or terms of this ordinance;**

(c) No other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

Section 2. (a) That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council **or authorized board of jurisdiction to do otherwise.** Where no starting wage or salary is depicted, the Town Council or authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. **Department heads will notify the Clerk-Treasurer in writing of all individual raises and their effective dates;**

(b) Further, department heads should report any and all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners. Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which it is properly filed;

(c) *Incumbent defined.* Further, except as otherwise provided in the Compensation and Benefits Ordinance regarding acting pay, the term Incumbent rate as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for more than one year;

Section 3. That supervisors will receive no overtime pay except where governed by law and as approved by the Town Council. Supervisors, Department Heads are further advised as follows:

(a) New temporary employees will receive no less than \$7.25 per hour; Further, returning temporary employees may receive \$7.50 per hour; and Experienced temporary employees may receive \$ 7.75 per hour, provided such increase remain within prescribed ranges;

(b) Temporary employee is defined in Compensation and Benefits Ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who has previously worked for the Town of Highland more than once.

(c) For the purposes of this ordinance, references to department head or supervisor shall be construed to include the Clerk-Treasurer when acting in that capacity.

Section 4. That the approved staffing levels for certain positions in the various offices and departments are hereby approved as indicated by a parenthetical number. However, the staffing levels set forth in this ordinance should not be construed in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized manpower provisions of Highland Municipal Code § 51.01(C) as may be amended or any other department for which its authorized staff strength is fixed by ordinance;

Section 5. In addition to those provisions providing for a salary for the duly appointed attorney of the various boards or commissions of the municipality, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk.

Section 6. That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its departments and offices as follows:

(a) Office of the Town Council

Town Council President	(1)	\$ 1,226.00 per month
Town Council Member	(4)	\$ 1,164.00 per month

That the foregoing salaries of the legislative body members remain at the level first fixed by Ordinance 1054, passed and adopted December 30, 1996 to be effective beginning in 1997, unchanged owing to the provisions of IC 36-5-3-2(c);

Town Council Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

(b) Advisory Board of Zoning Appeals

Chairman(1)	\$ 150 per quarter
Members (4) each	\$ 120 per quarter
Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
Recording Secretary	\$ 50 per month

(c) Municipal (Advisory) Plan Commission

Chairman (Citizen member) (1)	\$ 150 per quarter
Citizen Member Secretary (1)	\$ 120 per quarter
Citizen Members (2)	\$ 120 per quarter
Legislative Body appointees (3)	see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
Recording Secretary	\$ 50 per month

(d) Town Board of Metropolitan Police Commissioners

Chairman (1)	\$ 50 per month
Members (4)	\$ 40 per month
Attorney	\$ 200 per month
Recording Secretary	\$ 50 per month

(Commissioners salaries are payable monthly (Pursuant to State law; Confer IC 36-8-9-3(e)))

(e) Board of Sanitary Commissioners

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years. **Notwithstanding Section 1(a) of this ordinance, the following will be effective not sooner than May 1, 2012:**

(i) During Actual Construction:

President (1)	\$ 4,500.00 per year (\$375.00 mo.)
Commissioners (4) each	\$ 3,600.00 per year (\$300.00 mo.)

(ii) During other years:

President (1)	\$ 750.00 per year (\$62.50 mo.)
Commissioners (4) each	\$ 600.00 per year (\$50.00 mo.)

(f) Water Works Board of Directors

President (1)	\$ 50 per month
Citizen Members (4) each	\$ 40 per month

(g) Park and Recreation Board

President (1)	\$150 per quarter
Citizen Members (3) each	\$ 120 per quarter
Member appointed by School Board (1)	See below

Member appointed by Library Board (1)

See below

Authority to Fix this compensation: IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

(h) Redevelopment Commission

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

Section 7. That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

(a) Elected Officer

(1) That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(A) That the compensation for a Clerk-Treasurer possessing a graduate level degree in related field granted from an accredited university or college and possessing two or more relevant professional certifications from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

- (i) Effective from January 11, 2009: \$ 2,451.54 bi-weekly;
- (ii) Effective from January 07, 2013: \$ 2,549.60 bi-weekly;

(B) That the compensation for a Clerk-Treasurer possessing a graduate degree in related field granted from an accredited university or college and possessing one or less relevant professional certifications from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed at \$2,382.60 bi-weekly; and,

(C) That the compensation for a Clerk-Treasurer possessing a relevant professional certification from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed at \$2,257.16 bi-weekly; and,

(D) That the compensation for a Clerk-Treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a graduate level degree in a related field granted from an accredited University or College is hereby fixed at \$2,006.37 bi-weekly;

(b) Supervisory Employee(s)

(1) Deputy Clerk-Treasurer

(A) That the base compensation for a deputy clerk-treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a baccalaureate level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate (after 1 year)
\$ 1,526.84	\$ 1,614.30 bi-weekly

(B) That the compensation for a deputy clerk-treasurer possessing both **baccalaureate** level degree in a relevant field granted from an accredited University or College and a relevant professional certification from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

		Starting Rate	Incumbent Rate
		\$ 1,758.80	\$ 1,758.80 bi-weekly

(c) (1) Associate Employees and Staff

		Starting Rate	Incumbent Rate
Associate Clerk, Payroll & Personnel	(1)	\$16.17	\$16.17 hr.
Encumbering Officer	(1)	\$16.17	\$16.17 hr.
Chancery / Bursar Clerk	(1)	\$14.40	\$15.53 hr.
Chancery / Bursar Clerk	(1)	\$14.40	\$14.40 hr.
Chamberlain Clerk	(1)	\$13.05	\$13.05 hr.
Chamberlain Clerk (part-time)	(X)	\$13.05	\$13.05 hr.
Chancery & Bursar Aide (part-time)	(X)	\$ 7.25-12.00 hr.	\$7.25-12.00 hr.
Information Technology Coordinator (part-time)		\$11.00 hr.	\$11.00 hr.

For the purpose of training or special assistance, retired senior staff may be paid as part-time workers at the hourly rate equivalent of the last approved salary or wage including longevity prior to retirement.

(c) (2) Associate Employees and Staff:

		Starting Rate	Incumbent Rate
Lead Utility Clerk	(1)	\$16.17	\$16.17 hr.
Utility Systems Clerk	(2) ^{xx}	\$15.29	\$15.29 hr.

^{xx} Once or if a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(d) Certifications: That a full-time worker described in subsection (b) and (c), possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have added to base pay an adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$32 bi-weekly	40¢ per hour
Certified Municipal Clerk	(CMC)	\$40 bi-weekly	50¢ per hour
Master Municipal Clerk	(MMC)	\$60 bi-weekly	75¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that designation is dropped)</i>			
Certified Public Finance Administrator	(CPFA)	\$40 bi-weekly	50¢ per hour
Certified Public Finance Officer	(CPFO)	\$80.00	\$1.00 per hour
Fundamental Payroll Certification	(FPC)	\$40 bi-weekly	50¢ per hour
Certified Payroll Professional	(CCP)	\$60 bi-weekly	75¢ per hour
(Utility) Customer Service Representative	(CCR)	\$60 bi-weekly	75¢ per hour

(e) Additional provisions.

For any position described in subsections (b) and (c), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than thirty (30) days.

Section 8. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

(a) Supervisory Employees

	Starting Rate	Incumbent Rate
Chief Inspector/Building Commissioner (1)		\$2,314.12 bi-weekly;

(b) Inspection/Enforcement Employees

Assistant Inspectors:		
Assistant Inspector for Ordinance Enforcement (part-time)		\$10-\$20 per hr.
Assistant Inspector for Electrical (part-time)		\$ 20.00 per hr.

Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may

regularly work up to 78 hours in a pay period.

Assistant Inspector for Plumbing (part-time)

\$15 for each one-unit plumbing examination proctored as provided in §210.074;

\$21 for each inspection performed as described in § 210.066(G) of the Highland Municipal Code.

(c) **Associate Employees and Staff**

		Starting Rate	Incumbent Rate
Inspection Secretary	(1)	\$15.72	\$15.72 per hr.
Inspection Clerk	(1)	\$ 7.25 - \$12.50 per hr.	

Section 9. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(a) **Supervisory Employees**

		Starting Rate	Incumbent Rate
Public Works Director	(1)		
With an employer provided vehicle:			\$ 2,782.14 bi-weekly
Without an employer provider vehicle:			\$ 2,921.71 bi-weekly
Assistant Public Works Director	(1)		
With an employer provided vehicle:		\$2,321.21 bi-wkly	\$2,321.21 bi-weekly
Without an employer provider vehicle:		\$2,460.79 bi-wkly	\$2,460.79 bi-weekly
Supervisor Streets	(1)	\$1,961.65 bi-wkly	\$1,961.65 bi-weekly
Supervisor Water & Sewer	(1)	\$1,961.65 bi-wkly	\$1,961.65 bi-weekly
Supervisor Maintenance	(1)	\$1,961.65 bi-wkly	\$1,961.65 bi-weekly
Supervisor Facilities	(1)	\$1,961.65 bi-wkly	\$1,961.65 bi-weekly

(b) **Associate Staff and Employees**

		Starting Rate	Incumbent Rate
Public Works Secretary	(1)	\$15.37	\$18.51 per hr.
Dispatch Clerk	(1)	\$14.14	\$14.14 per hr.
Senior Utility Technician	(1)	\$18.98**	\$18.98** per hr.
Utility Technician	(2)	\$15.45	\$15.45 per hr.
This base rate shall be modified as follows:			
w/ Commercial Drivers License add		\$ 0.52	\$ 0.52 per hr.
w/DSL Operators' License add		\$ 1.05	\$ 1.05 per hr.
Utility Worker /Equipment Operator	(2)	\$18.98**	\$18.98 per hr.
Utility Worker /Equipment Operator	(2)	\$18.98 **	\$20.02 per hr.
Pump Station Operator	(2)	\$16.33	\$16.33 per hr.
This base rate shall be modified as follows:			
w/ Commercial Drivers License add		\$00.52	\$00.52 per hr.
w/DSL Operators' License add		\$ 1.05	\$ 1.05 per hr.
w/ CT Operators' License add		\$00.26	\$00.26 per hr.
w/ Backflow prevention license		\$00.26	\$00.26 per hr.
Street Sweeper Operator	(2)	\$17.04	\$17.04 per hr.
Utility Worker/Driver A	(3)	\$18.43	\$18.43 per hr.
Utility Worker/Driver B	(4)	\$15.80	\$15.80 per hr.
Utility Worker/Driver C	(2)	\$13.35	\$13.35 per hr.
Senior Mechanic	(1)	\$19.03	\$19.03 per hr.
Mechanic	(1)***	\$17.30	\$17.30 per hr.
Mechanic	(2)	\$17.30	\$17.30-\$18.61 per hr.

*** Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is

reduced to zero (0).

Sign & Traffic Control Technician	(1)	\$15.97	\$15.97 per hr.
w/ Commercial Drivers License add		\$ 0.52	\$ 0.52 per hr.
w/MUTCD* Certification add		1.05	\$ 1.05 per hr.

*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

Utility Worker A	(3)	\$13.95	\$13.95-\$15.19 per hr.
Utility Worker B	(3)	\$10.77	\$10.77-\$13.29 per hr.
Custodian	(1)	\$12.92	\$12.92 per hr.
Attendant Town Garage	(1)	\$12.01	\$12.56 per hr.

Secretary (part-time)	\$ 7.25-\$12.50 per hr.
Laborer (not truck driver)(part-time)	\$ 7.25-\$ 11.64 per hr.
Master Gardener /Streetscaping (part-time)	\$12.00 - \$ 14.00 per hr.

** (c) Starting rate effected by the following provisions:

- (1) **For the position of Senior Utility Technician (SUT)**, vacancies shall be posted at **\$18.98** per hour. Rate shall be adjusted upward and remain equal to, but not exceeding, the lowest paid UW/EO at the time that the lowest paid UW/EO receives any rate increases.
- (2) **For the positions of Utility Worker/Equip Op (UW/EO)**, if top (senior) UW/EO departs, the incumbent wage and starting wage for UW/EO shall be the average of all four UW/EO wages, which at the time of adoption would be **\$18.75** per hour.

(d) Additional provisions.

For any position described in subsections (b) through (c), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than thirty (30) days.

Section 10. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

(a) Chief of the Department

Chief of Police (1)

- (A) Starting rate: If an initial appointment, the bi-weekly pay of the chief of police shall be fixed at \$ 2,513.68 bi-weekly.
- (B) Incumbent Rate: \$ 2,782.14 bi-weekly.

(b) Sergeants and Corporals

- | (1) | <table border="0"> <tr> <th>Rank or Grade</th> <th>Starting Rate</th> <th>Incumbent Rate</th> </tr> <tr> <td>Sergeant (8)</td> <td>\$2,278.31</td> <td>\$2,278.31 bi-weekly</td> </tr> <tr> <td>Corporal (10)</td> <td>\$2,150.57</td> <td>\$2,150.57 bi-weekly</td> </tr> </table> | Rank or Grade | Starting Rate | Incumbent Rate | Sergeant (8) | \$2,278.31 | \$2,278.31 bi-weekly | Corporal (10) | \$2,150.57 | \$2,150.57 bi-weekly | |
|--|--|--|----------------|----------------|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Rank or Grade | Starting Rate | Incumbent Rate | | | | | | | | | |
| Sergeant (8) | \$2,278.31 | \$2,278.31 bi-weekly | | | | | | | | | |
| Corporal (10) | \$2,150.57 | \$2,150.57 bi-weekly | | | | | | | | | |
| (2) | <p>In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer holding the rank or grade of Sergeant or Corporal to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU/HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT/FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is <i>position-directed</i>, or <i>economically based</i>, and <i>non-disciplinary</i> in purpose:</p> <table border="0"> <tr> <td style="text-align: center;"> <table border="0"> <tr> <th>Rank or Grade</th> <th>Starting Rate</th> <th>Incumbent Rate</th> </tr> <tr> <td>Sergeant</td> <td>\$2,150.57</td> <td>\$2,150.57 bi-weekly</td> </tr> <tr> <td>Corporal</td> <td>\$2,102.54</td> <td>\$2,102.54 bi-weekly</td> </tr> </table> </td> </tr> </table> | <table border="0"> <tr> <th>Rank or Grade</th> <th>Starting Rate</th> <th>Incumbent Rate</th> </tr> <tr> <td>Sergeant</td> <td>\$2,150.57</td> <td>\$2,150.57 bi-weekly</td> </tr> <tr> <td>Corporal</td> <td>\$2,102.54</td> <td>\$2,102.54 bi-weekly</td> </tr> </table> | Rank or Grade | Starting Rate | Incumbent Rate | Sergeant | \$2,150.57 | \$2,150.57 bi-weekly | Corporal | \$2,102.54 | \$2,102.54 bi-weekly |
| <table border="0"> <tr> <th>Rank or Grade</th> <th>Starting Rate</th> <th>Incumbent Rate</th> </tr> <tr> <td>Sergeant</td> <td>\$2,150.57</td> <td>\$2,150.57 bi-weekly</td> </tr> <tr> <td>Corporal</td> <td>\$2,102.54</td> <td>\$2,102.54 bi-weekly</td> </tr> </table> | Rank or Grade | Starting Rate | Incumbent Rate | Sergeant | \$2,150.57 | \$2,150.57 bi-weekly | Corporal | \$2,102.54 | \$2,102.54 bi-weekly | | |
| Rank or Grade | Starting Rate | Incumbent Rate | | | | | | | | | |
| Sergeant | \$2,150.57 | \$2,150.57 bi-weekly | | | | | | | | | |
| Corporal | \$2,102.54 | \$2,102.54 bi-weekly | | | | | | | | | |

- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivision (b)(1) of this section.

(c) Other Police Officers and Assignments.

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary in nature pursuant to Regulation 11 of the

Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.

- (2) A candidate/officer possessing a Law Enforcement Academy certification is eligible for initial appointment to Police Officer classes 1-4. A candidate/officer possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 4.
- (3) **There is established a pay grade styled as Police Officer 1 (Special). An officer possessing the rank of Police Officer First (Class), that possesses at least thirty four years of service as a police officer, the last twenty-five of which have been served consecutively and successfully with the Highland Metropolitan Police Department, shall be paid the identified biweekly salary as base pay. For the purposes of establishing pension benefits under IC 36-8-1-11, IC 36-8-6-9, IC 36-8-6-9.6, IC 36-8-8-8 and IC 36-8-8-11, or employer contributions under IC 36-8-8-6, the salary of the Patrol Officer 1 (Special) plus the longevity pay for twenty years shall be used.**

	Starting Rate	Incumbent Rate
Police Officer 1 (Special)	\$2,252.96	\$2,252.96 bi-weekly
Police Officer 1	\$2,052.96	\$2,052.96 bi-weekly
Police Officer 2	\$1,810.66	\$1,810.66 bi-weekly
Police Officer 3	\$1,695.46	\$1,695.46 bi-weekly
Police Officer 4 (no LEA certification)	\$1,535.78	\$1,535.78 bi-weekly

(4) The following represent **assignments** in the Metropolitan Police Department for which the following salaries are authorized.-Persons so assigned shall be paid the greater of the assigned person's pay attached to his or her actual service rank or grade or the pay associated with the listed assignments depicted as follows:

Division Commander (3)	\$2,406.03 bi-weekly
Deputy Commander (1)	\$2,278.31 bi-weekly

(5) The following rank has been deemed a **trace** rank. Only officers employed in good standing with the Metropolitan Police Department on or before April 12, 2001 shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank shall be conferred on all Patrol Officers First Class, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners. Officers currently holding such rank will continue to hold such rank until their **promotion** or separation from service with the Metropolitan Police Department at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired unless ordered by a court.

Lance Corporal	\$2,102.54 bi-weekly
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(d) Other Associate Staff and Public Safety Dispatching Employees

		Starting Rate	Incumbent Rate
*Support Services Administrator	(1)		\$1,680.00 bi-weekly
Secretary	(1)	\$15.44	\$18.19 per hr.
Police Records Clerk	(2)	\$12.79	\$12.79 per hr.
Police Records Clerk	(part-time)	\$8.49 hr. - \$9.59 hr.	
Animal Warden	(part-time)	\$8.00 hr. - \$15.00 hr.	
Crossing Guard	(part-time)	\$7.66 hr. - \$8.76 hr.	
Sub Crossing Guard	(part-time)	\$7.66 hr. - \$8.76 hr.	
Metropolitan Police Chaplain	(4)		no pay
Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum			
Off-Duty Court Time (2 hour minimum)		hourly rate	

* The terms of the employment agreement adopted by the Town Council on 29 June 2006 are incorporated and ratified by reference and by proper Resolution regarding the Support Services Administrator, pursuant IC 36-5-3-2 and IC 36-8-2.

The following provisions apply to workers performing in the following positions before August 16, 2010:

Starting Rate	Six Mos. Rate	Incumbent Rate with Yr. or more Service
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Radio Operator	(X)	\$13.53	\$14.97	\$18.15 hr.
Radio Operator	(part-time)	\$13.53	\$14.97	\$18.15 hr.

The following provisions apply to workers performing in the following positions after August 15, 2010:

		Starting Rate: Level I 0-3 mos.		Solo Duty Rate: Level II^{xx} 4-18 months
Radio Operator	(4)	\$12.79	hrly.	\$14.20 hrly.
		Solo Duty w/IDACS Rate: Level III 19-36 mos.		Solo Duty Rate: Level IV Over 36 months
		\$15.65	hrly.	\$18.15 hrly.

Radio Operator (part-time) rates of pay are the same as for the full-time radio operator

^{xx} Level II rate goes into effect after three months and after successful completion of probation period of _____.

¹Public Safety Clerk-Radio Operator (1)

¹ This *full-time* position is performed by one (1) person, but will involve the tasks associated with the job descriptions of Records Clerk and Radio Operator. The rate of pay will be based upon the tasks being performed. When performing tasks associated with Records clerk, the rate of pay will be that as established by the wage and salary ordinance for a records clerk. When performing tasks associated with Radio operator, the rate of pay will be that as established by the wage and salary ordinance for a radio operator.

(e) Special Detail Pay Provisions:

- (1) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Duty /Highland Grove Security Detail: \$ 20 per hour**

***Or at an hourly rate fixed as set forth in an agreement or memorandum authorized by ordinance of the municipality providing for special patrol zones and related agreements.*

- (2) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils:

1.5 times the base hourly wage rate of
1st Class Patrol Officer (w/o long.)
(\$25.66 x 1.5 = \$38.49 hrly.)

- (3) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant:

Lake County Task Drug Task Force
Grant Supported Special Law Enforcement Detail(s) or Patrols
(OWI;DWI;Sobriety Checks/Domestic Violence Duties/)

- (4) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(f) Specialty Pay:

(1)	I.D.A.C.S. Coordinator	31.20 per month
(8)	Each Motorcycle Officer	31.20 per month
(4)	Range Officers	31.20 per month
(7)	Field Training Officers	31.20 per month
(2)	Canine Officer	31.20 per month
(1)	Systems Administrator	31.20 per month

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors and motorcyclists are paid only during the months May through October.

Section 11. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

(a) Supervisory Staff or Employees

		Starting Rate	Incumbent Rate
Superintendent of Parks and Recreation (1)			
With an employer provided vehicle:			\$2,355.72 bi-weekly
Without an employer provider vehicle:			\$2,495.30 bi-weekly
Director of Parks	(1)		\$1,952.67 bi-weekly
Director of Recreation	(1)		\$1,684.22 bi-weekly
Recreation Supervisor	(3)	\$ 1,176.17	\$ 1,176.17-\$1,252.58 biwkly

(b) Associate Staff and Employees

		Starting Rate	Incumbent Rate(s)
Park Secretary	(1)	\$14.05	\$14.05 per hr.
Park Repairs Specialist	(1)	\$15.28	\$16.39 per hr.
Park Specialist	(9)	\$10.77	\$10.77-\$15.62 per hr.
Laborers (part-time)		\$7.25 –12.10 per hr.	
Recreation Leaders (part-time)		\$7.25 –12.10 per hr.	
Recreation Program Instructors		\$7.25 - 50.00 per hr.	

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

Section 12. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

(a) Supervisory Staff or Specialty Employees

		Starting Rate	Incumbent Rate
Fire Chief/ Inspector	(1)		\$2,211.82 bi-weekly
Assistant Chief for Logistics	(1)		\$ 1,500 per year (\$ 375 per quarter)
Assistant Chief for Safety	(1)		\$ 1,500.00 per year (\$ 375 per quarter)
Assistant Chief for Planning	(1)		\$ 1,200.00 per year (\$ 300 per quarter)
Assistant Chief for Operations	(3)		\$ 1,200.00 per year (\$ 300 per quarter)
Station Captains	(2)		\$ 500.00 per year (\$125 per quarter)
Lieutenants	(4)		\$ 350.00 per year (\$87.50 per quarter)
Mechanics	(1)		\$ 500.00 per year (\$125 per quarter)

(b) Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(c) The Fire Chief shall not be entitled to additional compensation apart from his bi-weekly salary when responding to fire or ambulance calls nor for any training nor inspection participation.

Secretary (part-time)	\$7.25 –12.50 per hr.
Custodian (part-time)	\$7.25 –12.00 per hr.

(d) Fire Fighters compensation shall be as follows:

Fire Calls (per hour or fraction thereof) (see § 50.05)	\$12.25 hr.
Training (per hour or fraction thereof) (see § 50.05)	\$12.25 hr.
Special Preparedness duties/details (per hour or fraction thereof) (see § 50.05)	\$12.25 hr.
Special Maintenance (non-custodial) duties/details (per hour or fraction thereof) (see § 50.05)	\$12.25 hr.
Inspection (per hour or fraction thereof) (see § 50.05)	\$ 9.00 hr.
(e) Firefighters and EMT compensation shall be paid quarterly.	
(f) For the following calls, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association, to be made as follows:	
Still Alarms:	\$50.00 per call
Monthly General Membership Meeting:	\$1.00 per member in attendance as certified by the Fire Chief or his/her designee.

Section 13. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 14. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the clerk-treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as from time to time amended. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second following Saturday, immediately preceding the week of the scheduled payday;

Section 15. (A) That an emergency exists for the immediate taking affect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement within a reasonable time those provisions regarding wage changes occurring between the effective dates set forth retroactively in this ordinance and the date of its passage and adoption. Further, nothing in this ordinance may be construed in derogation of the Clerk-Treasurer's authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 23rd day of April 2012. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 23rd Day of April 2012, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

7. Works Board Order No. 2012-14: An Order Authorizing and Approving an Agreement between OW Krohn & Associates, LLP and the Town of Highland to Perform Professional Financial Reporting and Support Services.

Councilor Novak moved the passage and adoption of Works Board Order No. 2012-14. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**THE TOWN OF HIGHLAND
ORDER of the WORKS BOARD NO. 2012-14**

An Order Authorizing and Approving an Agreement between OW Krohn & Associates, LLP and the Town of Highland to Perform Professional Financial Reporting and Support Services.

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore determined that the establishment of accessible, organized and accurate annual comprehensive financial report, subject to certain financial guidelines of the State and Federal governments supports transparency and assists in lowering capital costs for future debt financing as well as supporting the maintenance of the ratings for existing debt in the course of repayment and thereby highly desirable;

Whereas, The Clerk-Treasurer reports that owing to limitations in organizational capacity, there is the need to engage professional support and assistance to train staff and prepare the financial statements to conform to the appropriate standards;

Whereas, O.W. Krohn and Associates, LLP, has offered and presented an letter proposal to provide and furnish professional support and accounting services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, in a not-to-exceed amount of ten thousand, dollars (\$10,000); and

Whereas, The Clerk-Treasurer reports that presently the process is moving forward, remaining within the proposed amount, over the course of preparing the work papers transitioning from the former preparers work, and providing guidance to staff that will allow less cost of preparation in the future, but the Clerk-Treasurer is concerned that owing to the emerging work requirements, it may become necessary to authorize an increase in the not-to exceed amount of the professional services letter proposal (agreement), wishes to obtain authorization for an increased amount;

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e);

Whereas, The Clerk-Treasurer, as purchasing agent in the associated matter, is prohibited from entering into a service agreement that exceeds \$10,000 without the express approval of the purchasing agency, which in this case, is the Town Council, all pursuant to Section §31.18(C) and Section § 31.19 (B)(1) of the Highland Municipal Code;

Whereas, The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described, authorize the desired not to exceed amount.

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the engagement letter proposal to provide and furnish professional support and accounting services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, in a not-to-exceed amount of ten thousand, dollars (\$10,000), previously approved by the Clerk-Treasurer, as purchasing agent, between O.W. Krohn and Associates, LLP, and the Town of Highland, is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement to furnish professional support and accounting services related to the comprehensive annual financial report in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, in a not-to -exceed amount of ten thousand, dollars (\$10,000) are found to be reasonable and fair;

Section 3. That based upon the request of the Clerk-Treasurer, the terms and charges under the agreement to furnish professional support and accounting services related to the comprehensive annual financial report in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, are authorized to be increased by the additional amount of ten thousand dollars (\$10,000) thereby modifying the proposal to a not-to -exceed amount of twenty thousand, dollars (\$20,000), which is found to be reasonable and fair;

Section 4. That the Clerk-Treasurer be hereby authorized to appropriately allocate the costs associated with the professional services agreement between and among governmental and utility funds and further to execute the Agreement with his signature.

Be is so Ordered.

DULY, PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23rd day of April 2012 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Bernie Zemen, President

Attest:

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer

8. Action to approve compensatory time off for Exempt Salaried Personnel, pursuant to Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of

Section § 2.01 of the Compensation and Benefits Ordinance, occurring January through March 2012.

<i>Peter T. Hojnicky</i>	<i>36 hours</i>
<i>Patrick L. Vassar</i>	<i>43 hours</i>
<i>George Georgeff</i>	<i>9.5 hours</i>
<i>Ralph Potesta</i>	<i>29 hours</i>

Councilor Herak moved to approve the use of paid time compensatory time off for Chief Peter Hojnicky in the amount of hours indicated, for Commander George Georgeff in the amount indicated, and Commander Potesta in the amount indicated. Councilor Novak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The compensatory time hours and use as paid time off was authorized and approved.

Councilor Herak moved to approve the use of paid time compensatory time off for Assistant Chief Pat Vassar in the amount of hours indicated. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Herak, Novak, Kuiper and Zemen voting in the affirmative and Councilor Vassar abstaining, the motion passed. The compensatory time hours and use as paid time off was authorized and approved.

9. Memorandum from the Metropolitan Police Chief requesting a special restitution in the amount of \$133.90 apart from (in addition to) the existing uniform allowance, Patrol Officer Michael Yonkman, whose uniform was damaged in the course duty and within the scope of his police duties. The memorandum explained that the incident causing the damage to Yonkman's uniform involved a suspect who was later found to be autistic. Based upon the feeling that it was not be appropriate to seek restitution from the suspect given his condition, the Metropolitan Police Chief presented the request.

Councilor Kuiper moved to authorize a reimbursement and restitution to Officer Yonkman in the amount of \$133.90. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The reimbursement was authorized.

NEW BUSINESS

Amend Agenda. Councilor Herak moved to amend the Agenda to consider an appointment to the Lake County Solid Waste Management District Board of Directors. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The agenda was amended.

Legislative Appointment to the Lake County Solid Waste Management District. The Council President indicated that he no longer desired to continue as a member of the Lake County Solid Waste Management District Board, and indicated that the Town Council should appoint another member of the legislative body.

Councilor Herak moves that the appointment of Councilor **Brian Novak** to the Lake County Solid Waste Management District Board of Directors. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Novak was appointed.

Comments from the Town Council Members (For the Good of the Order)

- **Councilor Mark Herak:** • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Park and Recreation Board Liaison.

Councilor Herak congratulated the Town Council President on the recent birth of his first grand daughter. He further congratulated Shirley Frankiewicz, the former encumbering officer, on her recent retirement.

Councilor Herak recognized the Parks and Recreation Superintendent who reported on the imminent Park Pride Day, in which volunteers scour parks and pick up trash or debris and ready the parks for the season.

- **Councilor Dan Vassar:** • *Redevelopment Commission Liaison.*

Councilor Vassar also congratulated Ms. Frankiewicz on her recent retirement from the Office of the Clerk-Treasurer. Councilor Vassar thanked the Parks and Recreation Superintendent and the Parks and Recreation Department for its work to make facilities ready for the recent Little League Opening Day Ceremonies.

Councilor Vassar acknowledged the Redevelopment Director who offered a brief survey of matters related to Redevelopment and the Main Street Bureau.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison • Town Board of Metropolitan Police Commissioners Liaison • Chamber of Commerce Liaison.*

Councilor Kuiper recognized the Metropolitan Police Chief who reported that a Safe Disposal of unwanted or unused drugs would be conducted by the Metropolitan Police Department on April 29 from 10:00 a.m. to 2:00 p.m.

- **Councilor Brian Novak:** • *Advisory Board of Zoning Appeals, Liaison • Traffic Safety Commission Member • Northwestern Indiana Regional Planning Commission member • Lake County Solid Waste Management District Board Member.*

Councilor Novak recognized the Building Commissioner who offered a brief survey regarding matters before the Advisory Board of Zoning Appeals.

Councilor Novak thanked Ms. Frankiewicz for her service.

- **Councilor Bernie Zemen:** *Town Executive • Chamber of Commerce Liaison • Police Pension Board Chairman • Plan Commission member • Liaison to the Board of Waterworks Directors*

Council President Zemen also congratulated Ms. Frankiewicz on her recent retirement. He also expressed congratulations to the Town Attorney on the birth of his twin grandchildren.

Comments from the Public or Visitors

1. Tom Black, 3515 Garfield Avenue, Highland, referring to the Garfield Avenue Reconstruction Project, and the assessments that will be levied to finance some of the improvements, indicated that he believed that the Lake County Department of Community Development may have unallocated Community Development Block Grants monies that could perhaps be used to offset the assessments on the Garfield Avenue Project, particularly for residents who may have a financial hardship.

Payment of Accounts Payable Vouchers. There being no comments from the public or visitors, Councilor Kuiper moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period April 10, 2012 through April 23, 2012. Councilor Novak seconded. Upon a roll call vote, there were five affirmatives and no

negatives. The motion passed. The accounts payable vouchers for the vendors' docket were allowed and the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$269,029.29; Motor Vehicle Highway and Street (MVH) Fund, \$31,561.60; Local Road and Street Fund, \$11,651.75; Forfeited and Seized Assets Fund, \$1,000.00; Law Enforcement Cont. Education and Supply Fund, \$2,175.00; Insurance Premium Agency Fund, \$150,843.26; Gasoline Agency Fund, \$25,409.97; Information and Communications Technology Fund, \$11,795.40; Civil Donation Fund, \$750.35; Police Pension (1925 Law) Fund, \$58,940.60; Traffic and Law Violations Agency Fund, \$8,351.50; Safe Neighborhood Grant Fund, \$2,016.00; Sexual Predator Grant Fund, \$2,880.00; Total: \$576,404.72.

Adjournment. Councilor Vassar moved that the plenary meeting be adjourned. Councilor Novak seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, April 23, 2012 was adjourned at 7:50 O'clock p.m. There was no study session following the plenary meeting.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer